
 <p>ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 507.01	Page 1 of 16
	Effective Date: March 1, 2004	
	Distribution: B	
	Supersedes: 507.01 (10/1/01)	
<p>Approved by: </p>		
Subject: VISITATION		

- I. AUTHORITY: T.C.A. 4-3-603, T.C.A. 4-3-606, T.C.A. 39-16-201.
- II. PURPOSE: To establish departmental guidelines governing the visiting of inmates.
- III. APPLICATION: To the Assistant Commissioner of Operations, institutional employees, employees of privately managed facilities, TRICOR employees, and inmates, excluding any offender assigned to and actively participating in a Special Alternative Incarceration Unit (S.A.I.U.) program or the parole/probation violators program.
- IV. DEFINITIONS:
  - A. Child: Anyone under the age of eighteen (18) years.
  - B. Contraband: Any item that is not permitted by law or is expressly prohibited by Tennessee Department of Correction (TDOC) or institutional policy.
  - C. Guardian: A person authorized by a child's custodial parent or legal guardian to be responsible for a child while visiting a correctional institution. This authorization shall be evidenced by a notarized statement from the custodial parent or legal guardian submitted to the institution for file.
  - D. Immediate Family: Mother, father, husband, wife, children, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law. Stepparents in loco parentis may be considered within this definition when it has been verified that the inmate was reared by this individual as a result of death, divorce, desertion, or other absences of a parent. Stepchildren may also be considered immediate family if the offender and his/her spouse were married prior to the current incarceration and the spouse's children were minors who resided in the home, shared by the inmate and spouse, on a regular basis at the time of incarceration.
  - E. Legal Guardian: A person appointed by the court to provide partial or full supervision, protection, and assistance of the person of a minor, as evidenced by a certified copy of a court order.
  - F. Official Visitor: Employees of the TDOC, other governmental agencies, or private sector who are conducting business at the institution.
  - G. Visitor: Person who has completed application/approval process for permission to visit an offender.

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- V. POLICY: The TDOC shall allow inmates visitation privileges within the following guidelines with the exception of the Technical Violators and the S.A.I.U. programs. Inmates in these programs are permitted visitation privileges under more restrictive arrangements as specified in the institutional policy as sanctioned by TDOC.

VI. PROCEDURES:

A. Guidelines

1. Local rules pertaining to visiting shall be available to all staff, inmates, and visitors.
  - a. In addition to continual posting in an area accessed by visitors, a visitor's handbook shall be produced and made available for new applicants who provide a self-addressed stamped envelope with their application. Additional copies will be available at checkpoint.
    - (1) The visitor's handbook shall include the following statement:  
  
"Title VI of the Civil Rights Act of 1964 requires federally assisted programs be free of discrimination and the TDOC also requires that all its services be offered equally to eligible persons regardless of race, color or national origin."
    - (2) The visitors' handbook shall contain information detailing available avenues of complaint regarding alleged Title VI violations, including methods for contacting the local Title VI coordinator, the Tennessee Title VI Compliance Commission, and the U.S. Department of Justice.
    - (3) A poster regarding Title VI compliance and complaint information shall be posted on bulletin boards in visitor areas at each institution.
  - b. Whenever possible, visitation policies or procedural changes should be posted on bulletin boards, announced to inmate council, and published in inmate newspapers thirty (30) days in advance.
2. Visitation areas should have facilities accessible to handicapped visitors, including restrooms and entrance ramps to the visitation area.
3. Each institution shall be responsible for providing information to visitors about possible transportation to the institution and directions on how to reach the facility.

B. Approval and List

1. A list of approved visitors shall be recorded during each inmate's initial classification.

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2. Blank copies of Visitation Application Form CR-2152 shall be furnished to all inmates, with written instructions that prospective visitors shall complete and return the forms with a current photograph to the deputy/associate warden in charge of visitation within 30 days. Applications should be approved or denied within thirty (30) days of receipt.
3. No visitor shall be admitted for visitation until the application is approved, except for immediate family visitors of newly committed inmates. In such instances, the warden shall have the names of the inmate's immediate family members added to the approved visitor's list, until receipt and approval of the visitation application. (No more than 60 days from inmate intake date shall be allowed for this purpose.)
4. Inmates housed at the reception centers awaiting classification and/or transfer to their assigned institution shall only receive visits from their immediate family members.
5. If the warden's designee approves the applicant visitor, the name shall be entered into Family Contacts (LCDN) and approved on Visitor Status (LCD2). The warden shall make the final decision when an applicant is initially disapproved by a designated reviewer. The inmate shall receive notification within thirty (30) days of receipt of the application as to whether or not his/her visitor is approved. If disapproved, a reason(s) shall be noted. It shall then be the inmate's responsibility to advise the visitation applicant of the approval or denial. The inmate may appeal disapproval through the grievance procedure. (See Policy #501.01 or #9501.01 for privately managed facilities until this policy is incorporated into #501.01.)
6. Approval of visitors shall be at the warden's discretion, in accordance with the following guidelines:
  - a. All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt of CR-2152.
  - b. Children under 12 years of age may visit without being on the inmate's approved visitor list, provided they are accompanied by their parent, legal guardian, or guardian who is on the inmate's approved visiting list. Identification is not required for children under the age of 16 years; however, a CR-2152 with a recent picture must be on file.
  - c. All visitors under 18 years of age must be accompanied by an approved visitor who is either the child's parent, legal guardian, or guardian. The custodial parent or legal guardian must provide a completed and notarized Parental Consent /Release for Minor's Visitation Form (CR-2152, page 2), which designates permission for the assigned visitors (as guardians) to accompany the child to visit and consent for the child to be searched.
  - d. The requirements of (c) above do not apply if a visitor is under the age of 18 and legally married to the inmate they are visiting. Proof of marriage must be provided.

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- e. Members of the clergy, as recognized by the chaplain or warden, need not be placed on the Approved Visitors List.
- f. Attorneys of record need not be placed on the Approved Visitors List.
- g. Persons the warden determines could have a harmful influence on the inmate and/or may constitute a threat to the security of the institution shall not be approved for visitation.
- h. The following will apply for persons with past criminal felony convictions:
  - (1) Inmate family members with active felony conviction records may not be considered for visitation approval for six (6) months following release from incarceration or placement on probation/community corrections or parole supervision (written consent of supervising officer/counselor is required).
  - (2) Other visitor applicants with felony convictions who are not immediate family members may apply for visitation one (1) year after placement on probation/parole or one (1) year after release from confinement. If the person is still on parole/probation, the probation/parole officer must give written approval.
  - (3) The warden may disapprove visitation applications of anyone with felony convictions if it is believed that the security of the institution or safety of individuals could be jeopardized.
- i. The following will apply to former employees:
  - (1) Current or former employees of TDOC, TRICOR, or contract agencies (in Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of inmate.
  - (2) Former TDOC employees, on visitation list as of October 1, 1998, shall be allowed to remain on the list.
  - (3) Persons in the categories listed under (1) above who are granted permission to and marry an inmate in accordance with TDOC Policy #503.07 may be considered for visitation privileges as follows:
    - (a) If the person's separation from TDOC service was due to a violation of state law, e.g., trafficking in contraband whether or not prosecution occurred, visitation requests will not be considered from at least a minimal period of 24 months up to 48 months, pending on the severity of the violation.

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- (b) If a person's separation from TDOC service was completely voluntary with no policy violation, visitation requests may not be considered for a period of six (6) months from the date of the marriage.
- (c) If the person's separation from TDOC service was the result of a violation of TDOC Policy #305.03, Employee/Offender Relationships, visitation requests will not be considered for 24 months from the date of the marriage.
- (d) In all such cases, the inmate shall not remain at the facility where the relationship occurred.
- j. Any falsification of the CR-2152 by a visitor may be cause to deny approval or to withdraw approval of the visitors.
- k. Persons participating, or those who have participated, as volunteers may be considered for visitation approval following a period of 18 months from the conclusion of the volunteer effort.
- l. Visitors may not be placed on more than one (1) inmate's visiting list unless the inmates are immediate family members of the visitor and the relationship can be substantiated.
- m. Additions or substitutions to the approved list shall be made no more than every three (3) months throughout the inmate's incarceration by the same application and approval system cited above (i.e., if an inmate makes a change in his/her visitation list on March 1, he/she may not apply for another change until June 1.) Applications received seeking approval to visit an inmate, who is not yet eligible for a change to his/her list, shall be returned to the applicant with an explanation/note regarding the eligibility date for resubmission.
- n. When a visitor is removed from a non-immediate family inmate's visiting list, there shall be a one (1) year waiting period before that visitor may be placed on another non-immediate family inmate's visiting list.

C. Guidelines for inmates under conviction for sex-related offenses against children:

- 1. An offender with a current or previous conviction for a crime involving a sexual offense against a minor is restricted from having contact visits with children under the age of eighteen (18,) except under the guidelines set forth in a duly signed and witnessed CR-3619, Contact Visitation with Minors Agreement.

The warden/designee will ensure that this form is executed for all inmates with these types of convictions, regardless of the date they entered TDOC custody. The form will be completed as a part of the classification process.

- 2. Inmates who refuse to sign CR-3619 shall be restricted to non-contact visits with children.

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3. Any observed or reported contact of a sexual nature with a child by an inmate shall be immediately reported by the warden/designee to the local Department of Children's Services, and Child Protective Services Division.
4. A victim of an inmate convicted of a sex offense will not be permitted to visit the inmate unless specifically approved by the warden, and then only non-contact visits shall be allowed.

D. File

1. All copies of CR-2152 received from visitor applicants shall be maintained in the visitation file, clearly marked approved or disapproved with the signatures of the warden/designee.
2. All CR-2152s shall subsequently be transferred as a part of the inmate's institutional record whenever the inmate is assigned to a different institution. (See Policy #403.01.1.)
3. Each institution shall maintain a record of the names of all visitors admitted to the institution to visit inmates. This record will be maintained in a bound logbook separate from the inmate's visitation file and shall remain at the institution where visit occurred. The logbook will be maintained for a period of three (3) years. Visitor arrivals and departures shall be entered into Visitor History (LIMM).

E. Schedule

1. The warden shall establish a routine schedule of visiting which shall include Saturdays, Sundays, and the following holidays that are recognized as being state holidays:
  - a. New Year's Day
  - b. Martin Luther King Jr. Day
  - c. President's Day
  - d. Good Friday
  - e. Memorial Day
  - f. Independence Day
  - g. Labor Day
  - h. Thanksgiving Day \*
  - i. Christmas Day \*

\*Visitation on additional days accompanying Thanksgiving/Christmas Day will be determined by the commissioner.

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2. A schedule of state holidays shall be posted on a bulletin board that is accessible to visitors.
3. The visitation schedule shall also include one (1) evening per week to allow visiting privileges for those inmates unable to visit on weekends. This should not be construed as allowing a visitor to visit both on the regularly scheduled weekend/holiday schedule and the evening visitation. Institutional space and personnel resources and schedule should be the only reasons to limit the number of visitors or length of visits. The warden, or designee, may approve other times for visitation due to unusual circumstances. Hours of visits should not interfere with the inmate's work, education, or vocational training schedules.
4. The warden or designee may approve the following types of special visits for persons on or not on the inmate's approved list. If absolutely necessary, they may be approved for hours other than those regularly scheduled for visitation. Approved/disapproved special visiting requests will be placed in the inmate's visitation file.
  - a. Visitors who have traveled 200 miles or more and/or do not visit on a regular basis (at the warden's discretion)
  - b. Children, as part of a special program to promote family bonding
  - c. Attorneys (See Policy #105.09.) (Privately managed facilities refer to their corporate policy.)
  - d. Prospective employers, sponsors, or parole advisors
  - e. Physicians, psychiatrists, or other health professionals (See Policy #113.30.)
  - f. Persons significant to the inmate for purposes of crisis intervention
  - g. Official visitors
  - h. Immediate family members who are under visitation suspension when the inmate is terminally/critically ill
5. The visitation schedule for segregated inmates should accommodate the number of visitors, length, and frequency of visits mandated by Policy #506.16 (#9506.16 for privately managed facilities until this policy is incorporated into #506.16).
6. Inmates assigned to punitive segregation may be allowed visits at the discretion of the warden. The inmates may visit in an area within the segregation unit or may visit as scheduled with the general population.
7. During an institutional emergency, visitation may be canceled as deemed appropriate by the warden.

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F. Security

1. Visitors shall not enter any areas of the institution except for approved visitation areas and approved routes to and from those areas.
2. All visitors shall be searched as specified in Policy #506.06.
3. If contraband is found in the possession of a visitor, the contraband shall be confiscated and the visitor may be detained for law enforcement officials. These visitors shall be subject to possible felony prosecution as per T.C.A. 39-16-201. If the visitor refuses to be detained, force should not be used to accomplish this. Vital information such as name, address, phone number, automobile make and model, description, license plate number and state of issue should be documented and provided to law enforcement officials. An incident report shall be submitted. (See Policy #103.02.)

G. Denial, Termination, and Suspension of Visits

1. Any visitor may be denied entrance to the visiting area for any reason including, but not limited to:
  - a. Refusing to show proper identification
  - b. Refusing to submit to a search
  - c. Appearing to be under the influence of drugs or alcohol
  - d. Insufficient space for visiting
  - e. Possession of contraband
  - f. Inappropriate dress
  - g. Displaying of security threat group (STG) symbols or affiliation.
2. Visits may only be terminated by the shift supervisor upon recommendation by the officer in charge of the visiting area; however, less restrictive measures are encouraged, such as warning the inmate and/or the visitor(s). Examples of reasons for warnings or termination include, but are not limited to:
  - a. Inmates or visitors who violate visitation conduct rules
  - b. Failure by visitors to control their children.
3. Whenever a visit is denied or terminated, a detailed written report, including the name of the employee who witnessed the violation, shall be prepared by the official taking the action. A copy of the report shall be forwarded to the warden, who will determine whether the action is warranted.



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4. Other than as specified in Policy #502.01 (#9502.01 for privately managed facilities until this policy is incorporated into #502.01), only the warden can suspend visitation privileges. In addition to suspending a visitor involved in misconduct, the warden may have cause to suspend all visitors from an inmate's list if it is believed there may be risk to the institution's security or to the safety of individuals. When such action is taken, the warden shall provide written justification for the record and provide notice to the individuals suspended. Such notice may be limited to protect the security of the institution or safety of individuals. An action of total suspension shall be reviewed within six (6) months to determine when and who among the visitors may be reinstated. Visiting privileges may be suspended for up to six (6) months for any reason, including, but not limited to, the following:
  - a. Visitor(s) and/or inmate have become intoxicated during the visit
  - b. Visitor repeatedly violated visiting rules
  - c. Visitor continually failed to control children
  - d. Visitor(s) exhibits behaviors and actions, which, in the warden's opinion, could jeopardize the security of the institution.
  - e. Inappropriate sexual contact
5. In the following cases, a visitor may be suspended for a period from six (6) months up to and including permanent restriction:
  - a. Attempting to introduce controlled substances or firearms into the institution, including concealment of weapons or controlled substances, in such a manner in the visitor's vehicle that gives an indication of a possible attempt to introduce the contraband into the facility. Mitigating circumstances, such as traces of a controlled substance found in a vehicle in such manner not appearing to be concealed, may warrant a lesser visitation suspension penalty.
  - b. A visitor, who is arrested, shall be suspended pending disposition of the case which may include any conviction, disposition, e.g., incarceration, probation, or parole. Reinstatement of privileges will require submission of a new application.
6. In all instances where inmates test positive for and/or are in possession of illegal drugs, or refuse to comply with a request for a drug screen, in addition to appropriate disciplinary actions, the warden shall modify the inmate's visits, with the exception of ministers and attorneys, according to the following:
  - a. First Offense - Visits shall be suspended for six (6) months.
  - b. Subsequent Offenses - Visits shall be suspended for additional six-month periods.

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- c. Following a period of visitation restriction of twelve (12) months, inmates who continue to violate rules regarding substance abuse and risk lengthy visitation restrictions shall be given consideration by the warden for limited and restricted visits by one (1) or two (2) members of the immediate family (or significant friend in the absence of immediate family) who may be instrumental in convincing the inmate to seek help and to comply with substance abuse regulations. These procedures shall be incorporated into the facility's visitation policy.
  - d. The penalty may also be considered for reduction if the inmate successfully completes substance abuse programming.
- 7. In all instances where an inmate's visits are suspended for any reason, such as drug conviction, sexual misconduct, etc., Visitor Status (LCD2) will be modified to reflect this action. The reason for the suspension will be properly coded on the "visitor status denial" screen, and the beginning and ending dates will also be entered. This will be completed for each approved visitor on the list. Should the suspension reason be associated with a specific incident, the incident number will also be entered.

#### H. Institutional Clinic

Inmates who are patients in the institutional infirmary shall be allowed visits in a time, place, and manner as scheduled by the warden or his/her designee on a regular basis, provided that the attending physician/health provider allows it.

#### I. Outside Hospital

- 1. Inmates who are patients in community hospitals shall not be allowed visits, unless:
  - a. The hospitalization exceeds two (2) weeks continuous duration, or
  - b. The inmate is in critical condition or terminally ill.
  - c. The warden/designee approves the visit.
- 2. In accordance with hospital policy, children may be allowed to visit if accompanied by an adult who has been approved by the facility and it is in accordance with hospital policy.
- 3. Visitation shall be restricted to two (2) visitations per week unless the inmate is critical and a maximum of one-half hour per day per approved visitor during established hospital visitation hours, unless further restricted by the attending physician.
- 4. Hospital visiting rules as well as TDOC rules are to be obeyed.
- 5. No gifts, food, or packages shall be allowed for inmate patients.

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6. Visits shall be subject to termination and/or suspension under the same criteria as with institutional visits.
7. The officer(s) in charge shall maintain a log of names of each visitor, time of arrival, and time of departure. That log shall become part of the record referenced in Section VI.(D)(3) above.

J. Visitation Areas

1. All institution visits (to include persons with disabilities) shall take place in areas designated by the warden. The area should allow reasonable ease of communication between inmates and their visitors.
  - a. Minimum custody inmates should be given the most flexibility and choices about areas for visitation.
  - b. Maximum and close custody inmates at Level 4 custody facilities shall be restricted to more secure areas for visiting due to supervision requirements.
  - c. Attorneys and inmate clients shall, upon request, be afforded privacy for their visits.
  - d. Outside visitation areas may be operated from April 1 through October 31 for inmates classified as minimum or medium custody. Cooking may be permitted in these areas, but only on the first weekend of the month. Cooking at minimum-security annexes may be permitted each weekend. The warden shall develop procedures that will specify food items and allowable amounts when cooking is permitted. The amount of food permitted must be in proportion to the number of persons visiting the inmate. Inmates convicted of Class A disciplinary infractions shall not be allowed to visit in these areas for a minimum of two (2) months subsequent to the conviction. On weekends when cooking is not permitted, food items shall be limited to the following:
    - (1) Deli/lunch meats - pre-packaged, unopened, and sealed
    - (2) Sliced cheese - pre-packaged, unopened, and sealed
    - (3) Condiments - single serving individual sealed packages
    - (4) Bread - commercially packaged sliced bread
    - (5) Paper plates, napkins, and plastic eating utensils
    - (6) Soft drinks – sealed cans or plastic bottles only not to exceed two (2) liters in size

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- e. At the warden's discretion, the outside visitation area may be operated from November 1 through March 31. No food items, except institutional vending machine food, are approved for consumption on the outside visiting area during this time period.

2. Vending machines may be furnished in visitation areas.

K. Property of Visitors

1. Except for privileged official visitors or as specified in Policy #507.02, visitors shall not be allowed to deliver any items to inmates.
2. Facilities utilizing the debit card system for vending machines will not permit any monies into the visitation area.
3. Electronic communication devices are prohibited. Should there be an urgent need for a device to be kept on the person of a visitor; for example, a physician, emergency personnel, etc., a detailed written request shall be prepared and submitted to the warden. If such a request is approved by the warden, the device is subject to search by opening compartments upon entry and departure of the visitor.
4. Visitors shall not be allowed to bring any items into visitation areas except:
  - a. One (1) unopened package of cigarettes or cigars per adult visitor, if smoking is permitted in the visitation area.
  - b. One (1) book of matches per adult
  - c. \$10.00 in coins for the first person, and \$3.00 in coins for each additional person at facilities not utilizing the debit card system
  - d. Baby items (i.e. diapers, formula, unopened sealed baby food, etc.)
  - e. Car keys
5. All other items shall be placed by the visitor either in institution lockers, where provided, or in their private cars.

L. Dress Code for Visitors, Official Visitors, and Volunteers

1. Persons entering TDOC facilities should be encouraged to dress comfortably and in casual attire; however, they shall be expected to comply with the following basic dress requirements. Wardens may further define these requirements in local policy.
  - a. Clothing shall fit in an appropriate manner. Clothing appearing to be too large or too small for the wearer, which creates obvious gaps or exposure, or would present a hazard to the wearer will be rejected by the shift supervisor.

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- b. Visitors must wear undergarments.
- c. Appropriate footwear to provide basic foot protection shall be required while on institutional grounds. Open toe shoes or sandals are permitted; however, shower shoes, flip-flops, etc., are prohibited.
- d. Shorts or skirts are permitted provided the leg is covered to within three (3) inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn.

2. The below listed types of clothing are specifically prohibited:

- a. Garments manufactured from spandex or spandex-type fabrics.
- b. Any clothing that is transparent or translucent in nature.
- c. Sleeveless shirts or dresses or clothing exposing a bare chest or midriff.
- d. Any camouflage attire.
- e. Clothing with logos that contain pictures, slogans, or vulgarity, or contain signs or symbols of security threat groups (STG), or any clothing determined by the processing officer to be associated with any STG. The association may be made by color combination, designs, or logos affixed to the clothing, or the manner in which the clothing is worn.
- f. Splits in dresses or skirts that extend three (3) inches above the knee will not be permitted.

3. Visitors may not wear excessive clothing such as two (2) pairs of pants or an extra shirt under their top layer of clothing. This is necessary to prohibit the exchange of clothing between inmates and visitors.

M. Institutions with closed circuit television, with recording capabilities, shall operate the recorders continuously during visitation hours. All recordings will be retained at least one (1) week. If the recordings reveal criminal activities, disciplinary offenses, or activities resulting in inmate grievances, those recordings will be maintained until the resolution of the disciplinary, criminal proceeding, lawsuit, or grievance. Recordings, along with Chain of Custody form CR-3255, shall be maintained in the office of the deputy warden.

VII. ACA STANDARDS: 4-4156, 4-4169, 4-4267, 4-4498, 4-4499, 4-4500, 4-4503, 4-4504.

VIII. EXPIRATION DATE: March 1, 2007.



TENNESSEE DEPARTMENT OF CORRECTION  
VISITATION APPLICATION

INSTITUTION: \_\_\_\_\_

INMATE NAME: \_\_\_\_\_

TDOC #: \_\_\_\_\_

READ CAREFULLY: All questions must be answered. Any omissions or falsifications will be considered sufficient reason for disapproval for visitation. Please attach recent photograph in lower lefthand corner or application will not be processed. Return this form to the warden of the above noted institution. This application will become part of the inmate's institutional record under the provisions of T.C.A. 4-3-603, 4-3-606, and 46-140. It will be considered a public record available for review by the general public, subject to the procedures established in the above-cited statutes.

NAME		RACE (circle one)	RELATIONSHIP TO INMATE
LAST		A = Asian or Pacific Islander	AU = Aunt
FIRST		B = Black	BR = Brother
MIDDLE		H = Hispanic	CO = Cousin
		I = American Indian/Alaskan Native	DA = Daughter
ADDRESS		W = White	FA = Father
STREET			FC = Foster Child
CITY		HAIR COLOR (circle one)	NI = Niece
STATE		BAL = Bald	FP = Foster Parent
ZIP		BLK = Black	FR = Friend
		BLN = Blonde/Strawberry	GF = Grandfather
TELEPHONE NUMBER		BRO = Brown	GM = Grandmother
( )		GRY = Gray	HU = Husband
		RED = Red/Auburn	MO = Mother
SEX (circle one)		SDY = Sandy	SB = Step Brother
M = Male		WHI = White	SD = Step Daughter
F = Female			SF = Step Father
		EYE COLOR (circle one)	SI = Sister
MARITAL STATUS		BLK = Black	SN = Son
		BLU = Blue	SM = Step Mother
		GRN = Green	SR = Step Sister
DATE OF BIRTH		GRY = Gray	SS = Step Son
MONTH		HAZ = Hazel	UN = Uncle
DAY		BRN = Brown	WI = Wife
YEAR			NE = Nephew
		COMPLEXION (circle one)	
HEIGHT/WEIGHT		BLK = Black	Are you required to carry a pager?
FEET		DBR = Dark Brown	____ YES ____ NO
INCHES		DRK = Dark	If Yes, please state why:
WEIGHT		FAR = Fair	
		LBR = Light Brown	
DRIVER LICENSE INFO		LGT = Light	
STATE		MED = Medium	
NUMBER		MBR = Medium Brown	
		YEL = Yellow	

Are you currently on the visiting list of an inmate confined in the Tennessee Department of Correction? \_\_\_\_ Yes \_\_\_\_ No

If Yes, what is his/her name: \_\_\_\_\_, Number \_\_\_\_\_, Relationship \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No. If Yes, please list offense(s), date, location, disposition/sentence, and TDOC number if applicable: \_\_\_\_\_

Are you now, or have you ever been, an employee or contract employee of the TDOC? \_\_\_\_ Yes \_\_\_\_ No. If Yes, when? \_\_\_\_\_

ATTACH RECENT PHOTO HERE

YOUR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: (1) If you are under 18 years of age, your parent or legal guardian's approval must be indicated by notarized signature. If signed by legal guardian, a copy of certified court order granting guardianship must be attached. (2) Visitors' handbooks are available upon receipt of a self-addressed stamped envelope with this application.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_ Approved

\_\_\_\_ Disapproved \_\_\_\_\_ DATE: \_\_\_\_\_

Warden's Designee

\_\_\_\_ Approved

\_\_\_\_ Disapproved \_\_\_\_\_ DATE: \_\_\_\_\_

Warden's Signature

(Required only if Disapproved by Designee)

TENNESSEE DEPARTMENT OF CORRECTION  
VISITATION APPLICATION

INSTITUTION: \_\_\_\_\_

**PARENTAL CONSENT/RELEASE FOR MINOR'S VISITATION**

*(For children under eighteen (18) years of age, please fill out completely, have notarized by a notary public, lawyer, or local postal official.)*

This form must be completed by the custodial parent/legal guardian and properly notarized for minor children (under 18) to visit an inmate when the custodial parent/legal guardian is unable, or unwilling to visit and accompany the minor child. The child may visit only with the authorized person named below, who is over 18 years of age and who must also be on the approved visitation list of the inmate they wish to see. Permission is granted for the child to be searched.

MINOR(S) NAME(S)	DATE OF BIRTH	RELATIONSHIP OF CHILD TO INMATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVED ESCORT/GUARDIAN	GUARDIAN'S DATE OF BIRTH
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
SIGNATURE OF CUSTODIAL PARENT/LEGAL GUARDIAN

**STATEMENT OF NOTARY PUBLIC**

Subscribed to, and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

My commission expires on: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

pc: Visitation files  
Inmate



**TENNESSEE DEPARTMENT OF CORRECTIONS**  
**CONTACT VISITATION WITH MINORS AGREEMENT**

\_\_\_\_\_  
INSTITUTION

I, \_\_\_\_\_ TDOC # \_\_\_\_\_ agree to the  
Offender Name  
following rules of conduct during visits with children under the age of 18:

- (1) Absolutely no visitation with the victim(s) or alleged victim(s) of my crimes of conviction without documented approval by the institution's mental health authority, and Warden.
- (2) Physical contact with a child is limited to an appropriate initial greeting and parting goodbye gesture. For example, an appropriate hug or kiss on the cheek.
- (3) No prolonged handling or touching of the child is allowed.
- (4) No kissing of the child on the mouth.
- (5) No sitting of the child on the lap.
- (6) No contact with a child of other visitors.
- (7) No whispering, passing notes, swearing, spanking, hitting, threatening, or use of foreign language or other words unfamiliar to visitation security staff.
- (8) All child visitors must be in direct sight of visitation security staff at all times.
- (9) No changing diapers or other assistance in personal hygiene or intimate dressing activity.
- (10) The parent/guardian is responsible for managing the behavior of the child.
- (11) All directions given by visitation security staff, and the rules of this agreement, must be followed by inmate visitor without disagreement at the time of visitation or in the presence of the child.
- (12) Any specific visit, as well as my privilege to have contact visits with a child under the age of 18, may be terminated if any of the above guidelines are violated; or if the visiting child, or caretaker is unduly distressed from the visit.



\_\_\_\_\_  
Offender Signature

\_\_\_\_\_  
Custodial Parent or Legal Guardian  
of Visitor Under 18 Years of Age

\_\_\_\_\_  
Witness & Job Title

\_\_\_\_\_  
Date



 <p>ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 507.01	Page 1 of 1
	Effective Date: September 15, 2004	
	Distribution: B	
	Supersedes: N/A	
<p>Approved by: </p> <p>Subject: VISITATION</p>		

POLICY CHANGE NOTICE 04-56

INSTRUCTIONS:

Please add the following subsection to Section VI.(G) to read as follows:

- “8. Copies of written notices to inmates and visitors, in all cases of visitation suspension, shall be placed in the inmates’ visitation files.”